

ASSISTANT DEPUTY DIRECTOR, HEALTH & HUMAN SERVICES AGENCY
(Unclassified Management)

DEFINITION:

Under administrative direction, to develop and implement policy and procedures relating to the Health and Human Services Agency (HHSA) programs and operations; to assist in planning, organizing, and coordinating the activities of a major HHSA services division or region; to act in the absence of the Director or Deputy Director; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS:

This is an unclassified management class allocated only to the Health and Human Services Agency. Incumbents in this class report to a Director or Deputy Director of an assigned division or region and have significant responsibility for the following: formulating policy, providing administrative and management support to HHSA programs and operations, and assisting in the overall management of a HHSA division or region.

EXAMPLES OF DUTIES:

Assists in planning, directing, organizing, coordinating, and evaluating the overall activities of a region or a division in the Health and Human Services Agency; formulates and implements county-wide policy and procedures concerning HHSA operations; directs the development, implementation, and evaluation of agency policies, plans, programs, and recommends appropriate changes; reviews reports and legislation and ensures compliance with federal, state, and local health regulations, laws, and codes; provides technical assistance to staff regarding internal county policies and external policies from the state and federal government; monitors, controls, and evaluates the performance of agency service deliverables or program effectiveness; develops and directs collaborative relationships, programs, and activities with contractors and public and private agencies; reviews programs to ensure appropriate evaluation standards are applied; directs the preparation of information for dissemination throughout a region or division concerning changes and/or interpretation of policy and procedures; prepares executive-level reports and correspondence; assists in directing the development of a region's or division's annual budget and monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections; identifies operational problems and formulates appropriate solutions; develops financial forecasting and modeling of proposed or current program expenditures and revenues; makes presentations to the Board of Supervisors and other legislative authorities; represents the county at meetings or conferences with other public and private agencies, organizations, or councils; coordinates appropriate activities with county departments, the public, and agency representatives on a region's or division's activities; performs special studies and projects as assigned; acts in absence of the Director or Deputy Director; conducts special and/or confidential investigations of financial and management issues as assigned; and supervises subordinate staff.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Principles and practices of a variety of health and human related services provided for disadvantaged individuals.
- Federal, state, and local health laws, regulations, and codes related to countywide agency services or programs.
- Federal, state, and community resources available to implement and provide agency services or programs.

- Policy/Procedure development and implementation related to health and social service programs and services.
- Financial and fiscal requirements related to the development and implementation of agency services or programs.
- Budgetary procedures and systems utilized to forecast, develop, analyze, and monitor the cost-efficiency and effectiveness of agency services or programs.
- Principles and practices of supervision and training.

Thorough Knowledge of:

- Principles and theory of public administration including general administration, human resources management, fiscal management, and accounting.
- Contract administration, as applied to private social or health service agencies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Assist in planning, organizing, directing, and evaluating the overall activities of a division or region providing a variety of health and social services to the public.
- Administer and coordinate a variety of Agency services or programs.
- Coordinate regional or divisional services with other county departments and public/private agencies.
- Develop and implement countywide policy and procedures concerning Agency services or programs.
- Direct the development, implementation, and evaluation of divisional or regional plans and programs and recommend appropriate changes.
- Ensure a region's or division's activities conform to federal, state, and local laws and regulations.
- Identify and resolve Agency operational problems.
- Assist in preparing a region's and/or division's annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the Agency's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, boards, commissions, the public, and representatives from governmental, industry, media, and other agencies.
- Monitor, control, and evaluate the performance of Agency service deliverables or program effectiveness.
- Administer and monitor contracts with private and/or non-profit agencies.

EDUCATION/EXPERIENCE:

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Six (6) years of program management experience including budget development, supervision, program development and evaluation, and policy development and implementation with at least three (3) years at a management-level, AND, a bachelor's degree in public administration, social services, public health, biological sciences or a closely related field; OR,
2. Five (5) years of program management experience including budget development, supervision, program development and evaluation, and policy development and implementation with at least three (3) years at a management-level, AND, a master's degree in public administration, social services, public health, biological sciences, or a closely related field; OR,
3. Eight (8) years of program management experience including budget development, supervision, program development and evaluation, and policy development and implementation, with at least three (3) years at a management-level.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment or the ability to arrange necessary transportation for field travel. Employees in this class may be required to use their personal vehicle.